

NOS PSS SPO107 Take action to reduce risks to health, safety and security within a port environment

Unit PSS SPO107.1 Take action to reduce risks to health safety and security in ports (SQA Unit Code-H793 04)

Performance Criteria

You must be able to

Take action to reduce risks to health, safety and security in ports

1. implement own organisation's policies, procedures and working practices relevant to own area of operations
2. identify the principle types of hazard and risk likely to be found in own area of operations
3. assess and prioritise levels of risk using a formal methodology
4. identify and implement the proper precautionary measures to address potential hazards in own area of operations
5. report those hazards representing a significant risk, or which are beyond own responsibility, to the appropriate person
6. wear, use and maintain personal protective equipment, relevant to own area of operations
7. identify your role(s) and responsibilities and those of others, relevant to own area of operations
8. locate, use and maintain the principle types of safety and incident response equipment relevant to own area of operations
9. implement the accident and emergency procedures relevant to own area of operations
10. locate and operate alarm systems correctly in own area of operations
11. locate and use the approved escape routes and assembly points, relevant to own area of operations
12. report accidents and emergencies, within own limits of responsibility
13. keep within the designated areas when walking and when operating plant and vehicles
14. establish and maintain contact with others involved in, or affected by, operations within own area of responsibility
15. communicate clearly, precisely and unambiguously and check understanding
16. work safely at all times, taking into account any changes to operational and environmental conditions
17. maintain work areas, ensuring that they are kept clean, tidy and free of obstructions
18. identify defective equipment and report it in line with the organisation's policies and procedures
19. deal with waste materials and spillages, using specified equipment and materials
20. identify and respond to any breaches of health and safety regulations according to own organisation's procedures
21. identify the implications or consequences of an action
22. take personal responsibility for making things happen
23. ensure that ID badges are displayed correctly and prominently in all required areas, including restricted zones
24. address security risks, advising security personnel correctly of potential risks
25. identify those individuals whose presence in the port area should be challenged, and where necessary, ask them to justify their presence and to explain their activities
26. maintain accurate records of health, safety and security incidents, according to organisation procedures
27. prioritise work to make the best use of time and resources

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28. make information available to those who need it
29. recognise changes in circumstances and adjust plans and activities accordingly
30. seek opportunities to safely improve working procedures and practices

Knowledge and understanding

You need to know and understand

1. the legal responsibilities for maintaining own and others' health and safety in your workplace
2. the requirements placed upon the individual and the organisation by current legislation, directions and bye-laws related to workplace health, safety and security
3. current industry guidance, relating to workplace health, safety and security
4. own organisation's policies, procedures and working practices that relate to workplace health, safety and security
5. the principle types of hazard and risk associated with ports
6. the precautions appropriate for minimising the risks associated with ports
7. how to correctly wear, use and maintain personal protective equipment, relevant to port operations
8. how to locate, correctly use and maintain the principle types of safety and incident response equipment in the port
9. the accident and emergency procedures of the organisation and individual roles and responsibilities, relevant to ports
10. location of and how to operate alarm systems
11. procedures for contacting the emergency services
12. location of the approved escape routes and assembly points
13. own responsibilities for reporting accidents and emergencies
14. the limits of own responsibilities when involved in port operations
15. roles and responsibilities of others in own area of operations, relating to port operations
16. the person(s) to whom health safety and security matters should be referred
17. the information needs of the people in own workplace
18. why it is important to gain an appreciation of the level of understanding of health, safety and security within the workplace
19. how to monitor and assess the level of understanding of workplace health, safety and security data
20. the available sources of valid health, safety and security information relevant to own workplace
21. how to interpret health, safety and security data kept in the workplace, including that concerning: risk assessments, incidents and complaints
22. the workplace procedures for communicating with those involved in or affected by own area of operations
23. the importance of keeping people regularly informed and discussing their involvement in maintaining health, safety and security
24. how to prepare and write effective policies and procedures

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25. the appropriate measures for checking different types of health, safety and security procedures
26. what would constitute a breach of health, safety or security regulations
27. the different working practices present in own area of operations
28. the work areas and people for whom you are responsible
29. the appropriate circumstances for reviewing procedures, including: routinely and post incident
30. the difference between a hazard and a risk
31. how to maintain effective health, safety and security records
32. how to communicate effectively
33. the reasons for maintaining clean and tidy working environments
34. the principal types and causes of accidents within ports
35. the role of the health, safety and security enforcing bodies
36. the principal types of security risk within ports and the potential threat to security which they create
37. the reasons for maintaining confidentiality when dealing with security
38. the reasons for wearing and displaying a security badge
39. the reciprocal procedures required in maintaining security when boarding a vessel alongside
40. the circumstances when it is appropriate to challenge individuals to justify their presence within the port

Additional Information

This standard is applicable to taking action to reduce risks to health, safety and security in ports and links to conducting an assessment of workplace risks, promoting health, safety and security, developing procedures to control risks, monitoring procedures to control risks and undertaking health, safety and security inspections in a port environment.

The performance criteria, knowledge and understanding requirements are related to the individual's own organisation, job role and area of operations. This includes but is not limited to the individual's immediate place of work. It extends to areas, operations and persons that may be impacted upon by the individual's activity in the workplace.

The performance criteria, knowledge and understanding requirements are specific to the: regulations, industry and other guidance recognised by the individual's employer, employing organisation's objectives, policies, procedures, and working practices; that relate to the elements covered in this standard.

The performance criteria, knowledge and understanding requirements are specific to the individual's own level of authority and responsibility.

Ports and the activities which take place there vary. Employers and any other duty holders must comply with the legal duties imposed on them by health and safety legislation, including the Health and Safety at Work Act 1974. This will also involve careful and continuing risk assessments to enable duty holders to plan, implement, manage and review policies and

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procedures which address the risks associated with the conduct of their business. The statutory duty of the employee to take reasonable care for the health and safety of themselves and other persons who may be affected by their acts or omissions at work and to cooperate with the employer with regard to the employer's health and safety duties, are an essential part of this standard.